# SAN DIEGO MESA COLLEGE President's Cabinet

September 3, 2019 | 2:15 p.m. | MC 211 A

## 1) CALL TO ORDER: President Pam Luster

## 2) PRESIDENT'S REPORT

Campus and District Updates – President Pam Luster shared the following items:

Pam Luster

- a) Leadership Retreat Outcomes (*August 8, 2019*): Dr. Luster is working with the Institutional Research office on creating a way to communicate the Leadership Retreat outcomes; these will be presented at the 9-17-19 President's Cabinet meeting.
- b) President Luster shared that she attends Chancellor's Cabinet each Tuesday morning this is a meeting of the presidents, vice chancellors and Chancellor Carroll. At this meeting it was confirmed that SDCCD is in a hard hiring freeze. There is a \$30 million budget gap this year and there is a form that Dr. Luster must complete when staff leave the institution to provide justification to hire for that vacant position. Positions in restricted funds will also be reviewed. The Chancellor will be on campus on Monday, September 16, 2019, for the Chancellor's Forum in MC 211 and will provide more information, including the SDCCD adopted budget which is up for approval at the 9-12-19 Board of Trustee's meeting.
- c) Resiliency Fund Match Challenge: Dr. Luster introduced the Resource and Development Director, Krista Stellmacher, to present on the Resiliency Fund Campaign. The presentation included information on the SDMC Foundation, data o increasing need and what the resiliency fund is and why it was created.

Resiliency Fund Campaign Presentation:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentationdocuments/SDMCF\_Pcab\_Pre sentation\_9-3-19.pdf

d) Mesa Committees: Agendas/Minutes: Dr. Luster stated that there is an effort to help committees reflect meeting agendas and minutes. It is requested that committee chairs create a streamline process (such as a short recap of the meeting in bullet points) to document meeting topics and action items that may be shared with their membership directly after their meetings are held. With this format, committee members can review the items discussed and note the topics that are relevant to report back to their constituents to receive input to bring back to future meetings.

Link to Committee Meeting Templates:

http://www.sdmesa.edu/aboutmesa/governance/resources.s html

## 3) STANDING REPORTS - GOVERNANCE

a) Associated Students: Associated Students President, Taylor Carpenter, reported the following items:

Taylor Carpenter, President

- AS has a strong presence at the Mesa Convocation and the Tim Wise events; all of AS Senate attended
- Tomorrow AS is holding elections for 13 open senator positions
- AS will host a Homecoming Tailgate on Saturday, September 21, 2019, 4-6 p.m. (football game beings at 6:00 p.m.)

AS community service includes volunteering at Jacobs Center with Kitchens for Good, beach clean-up, and a voter information booth.

b) Classified Senate: Classified Senate President, Charlie Lieu, reported the following items:

Charlie Lieu, President

## Workshops and meetings:

- The Executive Team and a handful of senators attended the Career Pathways Workshop hosted by President Luster, President Shabazz, and Vice President of Student Services Ashanti Hands
- Charlie and Eva participated in the Mesa College Leadership Retreat
- Participated at Fall Convocation
- Attended Beyond Diversity Workshop and Lunch with Tim Wise
- Participated in meetings at District: DGC / Budget Planning and Development Council
- Eva Parrill participated in NFI Welcome Activity and serving on a District Interview Panel

### Visitors:

- Visit from Jim Mahler AFT President
- Visit from Toni Parsons Mesa Guided Pathways
- Upcoming visit from Anabel Pulido Social Media Training
- Upcoming visit from Larry Maxey New Equity Plan

## In Process:

- Updating Classified Senate web page (new profile pictures, consolidating minutes, adding resources)
- Assigning liaison assignments across campus
- Developing a directory for Classified Professionals that include: Full-time, supervisors, NANC, and Student Workers. Working with Lorenze and Lynn Lasko gather this information
- Developing a Classified Senate Dues Campaign Alan Goodman
- Exploring Fundraising activities to support Resiliency Fund
- c) Academic Senate: Academic Senate President, Manuel Vélez, reported the following items:
  - Academic Senate has not had their first meeting of the academic year
  - Faculty participated in Tim Wise events, Convocation and Mesa
     Leadership meeting. Manuel thanked those that brought in keynote
     speaker Tim Wise and stated he is a very strong proponent of difficult and
     necessary dialogue and Tim Wise set the stage for that and he looks
     forward to developing ways to continue that dialogue.
  - Academic Senate has been focusing on committee appointments including having a strong CE representative on the Senate Exec.
  - Manuel shared his thoughts on the challenging year ahead and his sense of energy in the faculty that are ready to face the challenges and "roll up their sleeves" to contribute to help get the campus through these challenges. Many are currently working with VPI O'Connor to create some enrollment management strategies and discuss ways to support her, the administration and the entire college to make the right decisions that focus on the goals of our students.

Manuel J. Vélez, President

## 4) **OPERATIONS**

- a) Enrollment Report: Vice President of Instruction, Isabel O'Connor, provided the following update:
- 1. Progress to Target as of August 30, 2019:

Fall 2019 Target: 5,866 FTES

FTES on August 30: 5,709.9 (high school and positive attendance not included)

I. O'Connor

Progress to Target: 97.33%

Fall 2019: 10% reduction in section offerings compared to Fall 2018 Aug. 29, 2019 FTES (5,709) compared to Aug. 30, 2018 (6,091):

FTES is 6% lower

Headcount: 19,705 students or 10% lower than same point in time in Fall 2018

- 2. Patterns:
  - a. Percentage of students taking a full time load (12-14.5 units) is up:
    - i. 19.3% in Fall 2019
    - ii. 17.6% in Fall 2018
  - b. Fall 2019: 6% increase in the number of students taking both face-to-face and online, compared to Fall 2018
- 3. Fall 2019 Late-start Enrollment:

Scheduled: 170 sections, mainly online. Strong enrollment: Many online full already

- 4. Intersession 2020 and Spring 2020:
- -Currently building both
- -Intersession: Lean and mainly online, similar to 2019 (254 FTES with 85 sections, mainly online)

Note: Starting in Spring 2020, only parent classes of LCOMMs with X courses in math and English will be published in the schedule of classes. Namely, the companion courses that form the LCOMM will not be printed since it was confusing.

- b) President of Administrative Services, Lorenze Legaspi, presented reports on the Budget and Master Planning Task Force.
- 1. Budget Update
- 2. Master Planning Task Force

c) Institutional Effectiveness / Research Update: Acting Dean of Institutional Effectiveness, Bridget Herrin, presented on the Program Review Kickoff and the 2019-2020 Institutional Planning and Governance Guide. Research Analyst Nancy Cortes developed and responded to questions on the Cruise-focused Dashboard of the Month.

## L. Legaspi Budget Update:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentationdocuments/Budget\_Update\_P CAB9.3.19.pdf

## Master Planning Task Force Timeline:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentationdocuments/Master Planning Task Force Timeline.pdf

## B. Herrin IE Presentation:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentation-

documents/Bridget\_IE\_PR\_Up date.pdf

## IPGG Report:

http://www.sdmesa.edu/about-

mesa/institutionaleffectiveness/college-planningdocuments/documentscollegeplanning/IPGG\_2019\_2020\_Fi nal Print.pdf 5) INSTITUTIONAL COMMITTEE REPORTS

a) Environmental Sustainability Committee (ESC): The Environment Sustainability Committee Chair, Waverly Ray, presented an update on the ES Committee including current membership, policies/legislation, goals, and activities.

W. Rav **ESC** Presentation:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentationdocuments/Environmental Su stainability Committee report Sept2019 FINAL.pdf

b) Mesa Pathways: Vice President of Instruction, Isabel O'Connor, presented a Mesa Pathways update which included the process for finalizing mapping, flex activities for fall and updates on Self-Assessment, meetings with work groups, a regional road trip to Bakersfield College, and Work Group goals.

I. O'Connor Mesa Pathways Committee Update:

http://www.sdmesa.edu/aboutmesa/office-of-thepresident/presentationdocuments/Mesa\_Pathways\_ Meeting Report 8-28-19.pdf

## 6) SPECIAL REPORTS

a) Basic Needs Summit Update: presentation was tabled until the 9-17-19 President's Cabinet meeting

## 7) ACTION ITEMS

Basic Needs Summit Update to be presented at 9-17-19 President's Cabinet meeting.

L. Maxey

## **Events:**

Managers/Supervisors' Breakfast Meeting, 9-6-19, 8:30 – 10:00a, MC211

Chancellor's Forum, 9-16-19, 2:30-3:30p, MC211 Homecoming Spirit Week: 9-16-19 through 9-21-19

Constitution Day Moot Court: 9-17-19, 11:15a - 1:15p, MC211

#### **Announcements:**

Mesa Chapter of the American Association of Women in Community Colleges (AAWCC) meeting, 9-19-19, 5-7p, MC211

## Fall 2019 Pcab Meetings: 9/3, 9/17, 10/1, 10/15, 11/5, 11/19, 12/3 \*INSTITUTIONAL COMMITTEE REPORTS:

Sept. 3: Environmental Sustainability Committee (W. Ray)

Sept. 17: Honors Program (V. Gerace)

Oct. 1:

Oct. 15: HSI / Equity / Profession Learning (L. Lopez, L. Maxey, J. Johnson)

Nov. 19: BARC (L. Legaspi), PIEC (B. Herrin), COA (K. Clark)

Dec. 3: Mesa Pathways (H. Eskew, T. Parsons); Mesa Tutoring (M. Manasse)